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ABSTRACT

To assist the learner of English as a second language in dealing with the various services provided by a bank, a series of dialogs, comprehension questions, readings, and points of discussion are presented. The text is illustrated with sample forms. (JB)

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ED195150

STUDENT LESSON #15

BANKING: CHECKING ACCOUNTS

English for Living

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THE STATE EDUCATION DEPARTMENT
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1979

OBJECTIVES

When you finish this module you will be able to:

1. Open a checking account.
2. Write out a check.
3. Fill out a deposit slip.
4. Keep a record of your account.
5. Read a bank statement.

SITUATION SETTER

Americans don't like to carry a lot of cash or keep a lot of cash in their homes. For this reason, most Americans have checking accounts in order to pay their bills. Checking accounts are an easy and safe way to pay bills.

DIALOG

Stavros moved to Albany last week. He wants to open a checking account. He is at the Town Bank. He is speaking to Mr. Green, the checking account manager.

Stavros: I would like to open a personal checking account.
Mr. Green: Please fill out this application. How much would you like to deposit?
Stavros: One hundred twenty-five dollars. Do I have to keep a minimum balance?
Mr. Green: Yes, you have to keep a $5.00 minimum balance.
Stavros: Is there a service charge?
Mr. Green: Yes, there is a service charge of 10¢ a check, and 75¢ a month.
Stavros: Thank you very much for your help and for the checkbook.
Mr. Green: You're welcome.

COMPREHENSION QUESTIONS

1. Why did Stavros go to the bank?
2. What did Mr. Green give him to fill out?
3. How much money did Stavros bring to deposit in his account?
4. What did Mr. Green say about a minimum balance?
5. How much was the service charge?

POINTS FOR DISCUSSION

1. Did you have a checking account when you were in your country?
2. When did people use checks in your country?
3. Do you have a checking account now?
4. What things do you pay for by check?
5. Do you have to keep a minimum balance? How much?
6. Do you pay a service charge? How much?
7. What are some reasons for having checking accounts?

ROLE PLAY

You want to open a checking account. One of your friends will be the checking account manager. Talk to him or her about your new checking account.

READING: BANK STATEMENTS

Stavros gets a bank statement and cancelled checks at the end of each month. This is his October bank statement. Look at it and answer the questions. You will see some shortened words. This is what they mean:

Bal—balance
No.—number
am't—amount
#—number

FIRST BANK OF AMERICA

Stavros Andros
86 Central Ave.
Albany, N.Y. 12203

Account No. 859-030

Bal. Last Statement	No. of Checks	Total Am't of checks	No. of Deposits	Total Am't of deposit	Balance This Statement
125.00	9	425.95	5	370.00	67.40

Date	Check #	Checks	Deposit	Charges	Balance
				.75	
10/5	106	10.55		.10	
	107	55.30		.10	58.20
10/8			85.00		143.20
10/9	108	105.10		.10	38.00
10/12	109	30.00	60.00	.10	67.90
10/15	110	70.00	45.00	.10	42.80
10/20	111	20.00	100.00	.10	122.70
10/23	112	80.00		.10	
	113	25.00		.10	17.50
10/25			80.00		97.50
10/28	114	30.00		.10	67.40

110

Oct 15, 1976 Payment Order 1-794/260

Pay to the order of Cash $70.00

Seventy dollars and 00/100 Dollars

PAID

First Bank of America

Memo

Stavros Andros

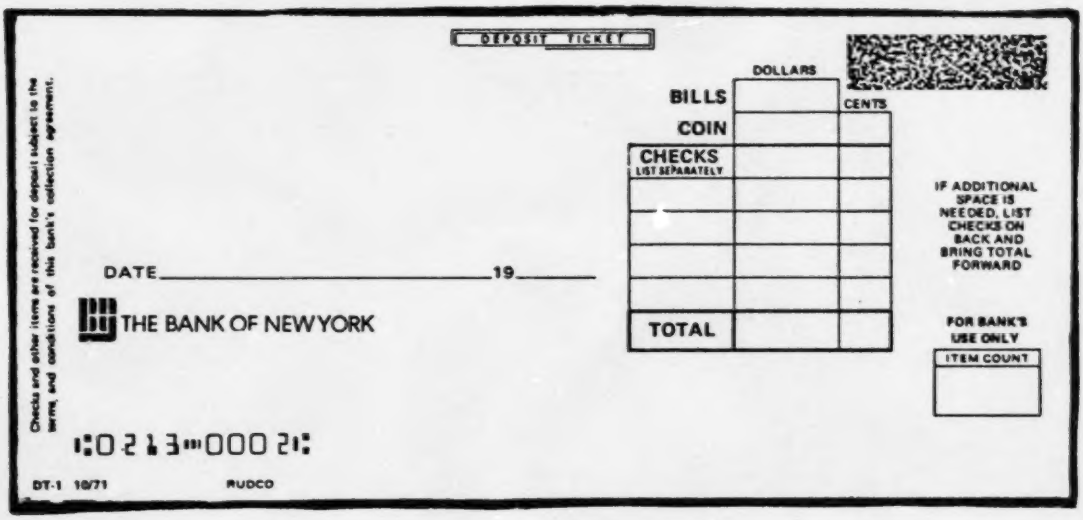
⑆0260⑆0794⑆ 859 030

COMPREHENSION QUESTIONS

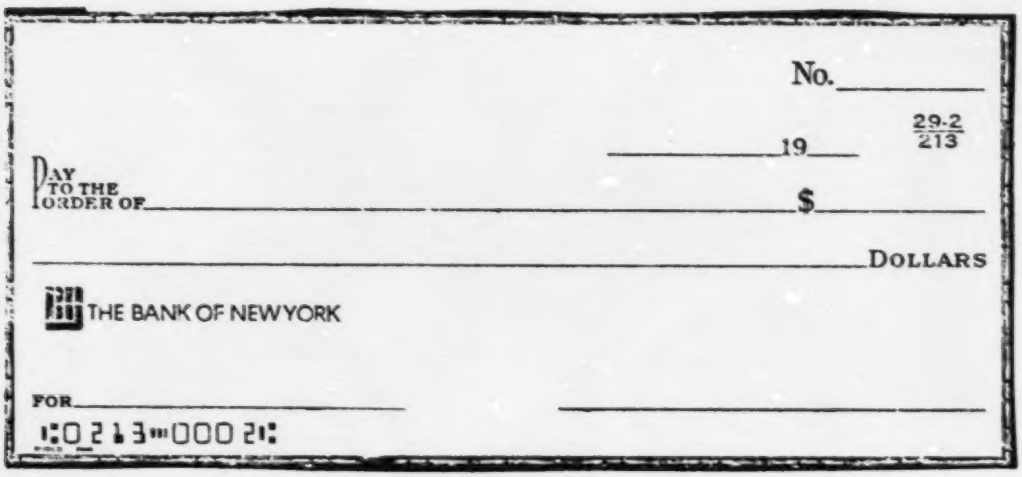
1. What was Stavros' balance at the end of September?
2. How many deposits did Stavros make in October?
3. What was the total amount of the deposits Stavros made in October?
4. How many checks were charged to his account in October?
5. What was the total amount of the checks charged to his account in October?
6. Were any checks charged to his account on October 5?
7. What was his balance on October 5?
8. Did he make a deposit on October 8? How much?
9. What was his balance on October 15?
10. Did he make any deposits on October 23?
11. Were any checks charged to his account on October 24?
12. What was Stavros' balance at the end of October?
13. How much is the monthly service charge?
14. How much is the service charge for each check Stavros writes?
15. What is Stavros' account number?

SKILLS

You have just received a $250 check, and you want to deposit it in your checking account. Fill out the deposit slip below.



It's the first of the month. It's time to pay the rent. Write out a check for $150.00 for the rent. The landlord's name is John Arros.

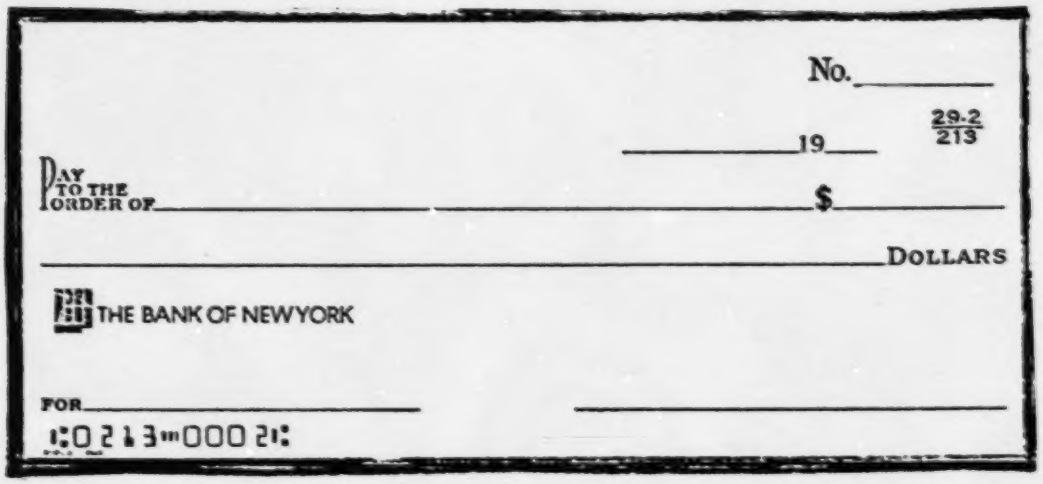


Make a record of your deposit and your check for the rent on the account record below:

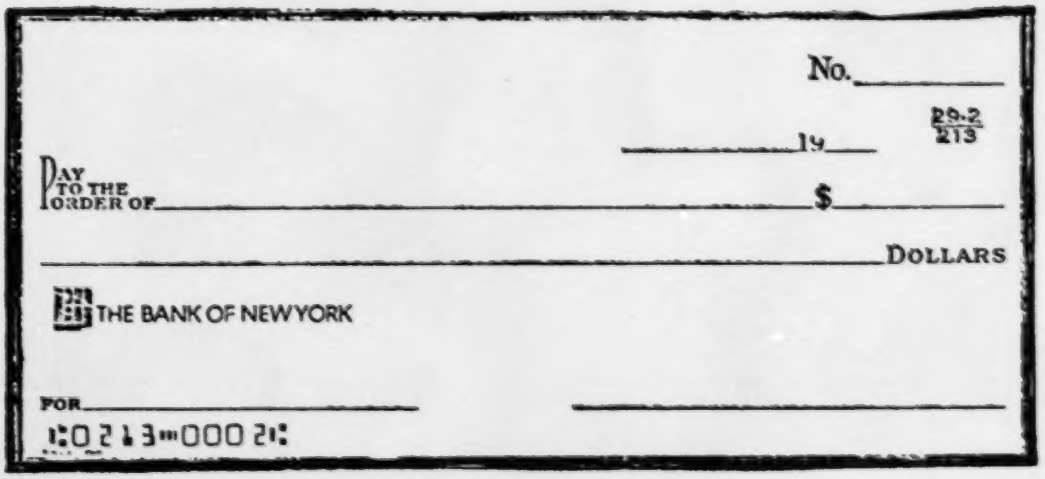
Check No.	Date		Balance Forward	Service Charge
141	1/1	To For	Deduct Add Deposit Balance	
		To For	Deduct Add Deposit Balance	
		To For	Deduct Add Deposit Balance	

ADDITIONAL PRACTICE

It's time to pay your telephone bill. Write out a check for $25.50 to the Dial Telephone Company.



The electric bill has arrived. It's $35.49. Write out a check to National Power Company.



You have a check for $90.00 and $50.55 in cash which you want to deposit in your checking account. Write out a deposit slip.